

City of Franklin
50th Anniversary Committee Minutes
Wednesday, August 9, 2006

Chairman, Ken Skowronski called the meeting to order.

Roll Call:

Present – Barb Barbian, Al Block, Matt Englert, Rosanne Burac-Englert, Ald. Al Hammelman, Bob Herman, Sue Herman, Norman Hintz, Patty Johnson, Bob Knackert, Ro Lewandowski, Joe Mrozinski, Jason Rosplugh, Sgt. Patrick Scalise, Chuck Searle, Linda Sellers, Ald. Ken Skowronski, Bill Tietjen, Dawn Turnipseed

Minutes from the meeting of 8/2/06 were approved.

Updates provided as follows:

Saturday, Aug. 19 – Franklin Family Day at the County Sports Complex

Bill Tietjen reviewed the following:

Site Layout –

An aerial map with the site setup was shared with the committee, including the main tent, children's activities, police/security location, portable toilets, and fireworks displays.

Parking -

- 1. Committee Coordinators are Ald. Al Hammelman and Chuck Searle.**
2. Review of parking spaces yields 900 on the paved and gravel area.
3. Discussed overflow parking on the NW soccer field area.
4. Grass to be cut to designate parking along the entry road.
5. Covered the flow of traffic, including key control points.
6. Will have designated parking for motorcycles (must be on paved area).
7. Need portable lights for the overflow parking area (NW soccer field) and entertainment area.
 - a) Vulcan Materials could possibly provide additional portable lights, Ald. Skowronski will confirm.
 - b) County has 2 sets of portable lights. Will be needed for the S grounds area near the main tent.
8. Will need about 7 volunteers for each parking shift, plus the County will have one person.
9. Need to have a police officer or auxiliary officer at parking control point.
10. There will need to be a master list of volunteers for the parking crew. Volunteers will be instructed to provide their name and then be directed to reserved parking area since they will NOT have a parking pass prior to the event.

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Parking - continued

11. Needs for Parking include
 - a) Water for volunteers.
 - b) Orange vests – Ald. Skowronski will secure from DPW.
 - c) Orange cones – 25 to be provided by Milw. County.
 - d) Master List (2-3 copies) to be used to direct volunteers to the reserved parking area (NOTE: This means that there will be vehicles in the reserved parking areas with NO parking passes).
12. Exhibitors will each receive two (2) parking passes, each to be marked with “Exhibitor” and the name. Will be instructed to park on the NW side of the building.
13. A sub meeting will be held Wed, August 16, 6:30 p.m. at the Sports Complex to refine traffic flow, etc.

Volunteers –

1. There is a need for additional volunteers, especially for parking and site clean-up.
2. Volunteer check-in will be in room just inside the entrance in the Sports Complex. A sign will be posted to direct volunteers to the room.
3. Barb Barbian will be in charge of volunteer check-in.
4. Rosi Burac-Englert is in charge of the volunteer schedule.

Indoor Exhibitors –

1. **Committee Coordinator - Rosi Burac-Englert**
2. Set up of exhibit hall will take place starting at 9 a.m. Friday, August 18.
 - a. Early exhibitor set-up on Friday, August 18, 3:30pm to 5:30 p.m.
 - b. Saturday, August 19, 8:30 to 9:30 am.
3. Clean up of exhibit hall will take place on Sunday, August 20 at noon.
4. County will provide 40 tables. (Need a total of 45 tables, Dawn Turnipseed will confirm can get 5 additional 8’ tables, if not, then will need to secure from Karl’s rental). Table covers/skirts ordered for all tables (exhibitors, 50th indoor booth, 50th outdoor booth, volunteer check-in).
5. There are eight (8) electrical outlet requests. There is a concern regarding adequate power sources, Ald. Ken Skowronski will have Building Inspector address these concerns.
6. Heavy duty power cords will be provided for the exhibitors who have requested power (suggest have 10 on hand). Ald. Ken Skowronski will provide.
7. The layout of the exhibitors has been completed. The description for each exhibitor has been completed. Both provided to Patty Johnson for the gate brochure.
8. Rosi Burac-Englert will be sending the exhibitors their information packets along with their parking passes.
9. Will need four (4) fire extinguishers for the exhibit hall. Ald. Ken Skowronski will provide.

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Set-up -

1. **Committee Coordinator is Bill Tietjen**
2. Tents (Main and Children's) - Set-up on Thursday, August 17 (Karl's).
3. Tables for indoor exhibitors will be delivered on Thursday, August 17 (County).
4. Dumpsters - two (2), one 30 yard and one 20 yard and cardboard garbage bins to be delivered on Friday, Aug. 18 by Waste Management. Need to keep cardboard garbage bins in dry area overnight.

Grounds Clean Up -

1. **Committee Coordinators are Bob Knackert (Matt Englert will assist)**
2. A utility vehicle will be provided by the County to pick up garbage bags.
3. As bags are emptied, can leave along the grassy area near the driveway, the utility vehicle will drive down and pick up.
4. Volunteers will need to have rubber gloves to wear.

Franklin Outlaws vs. Muskego Hitmen Pre-Game Program -

1. **Committee Coordinator is Linda Sellers.**
2. Linda will provide the team 50 parking permits.
3. Dawn Turnipseed will confirm if team able to sell their own items (will be done independent of the 50th celebration).

Public Relations -

1. Patty Johnson will include the County Parks logo on all unfinished materials. Dawn Turnipseed will email a copy of the logo to Patty.
2. There are 300 flyers to be distributed. Committee members are asked to distribute and submit a list of where.

Security -

1. Police Department is requested to provide a list of staffing for the day.
2. Sgt. Scalise indicated there are six (6) officers on duty that day.

First Aid -

1. Fire Department confirmed there will be a paramedic vehicle on the premises.
 2. A first aid station needs to be set up in the volunteer check-in area. Bill Wucherer needs to confirm has received first aid supplies (wipes, bandages).
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1. Include a map of the ground events and exhibitors. Also, Wauwatosa Savings, our biggest sponsor could have an ad in the brochure if desired.
 2. Must have all art/information to Patty by WED. AUG 9. Final approval by the committee will take place at next meeting on Wed. Aug. 9.
 3. All copy must be to printer by Aug. 10.

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September 15 Event –

1. Reviewed information for invitation:
 - a. Doors open at 6:00 pm
 - b. Music begins at 7:30 pm
 - c. Complimentary beverages (wine, beer, soda)
 - d. Hor de vors will be served (buffet table as well as servers)
 - e. Verbal auction
 - f. Silent auction
 - g. 120 invitations with reply cards
 - i. Reply to include name(s) of attendees
 - ii. Name of Company/organization

Agenda Items for next meeting-

- Date: Wednesday, August 16, 2006
- Location: Milwaukee County Sports Complex
- Time: 6:30 p.m.
- Review all action items from Aug. 9 meeting (see minutes).

The meeting adjourned at 8: 40 p.m.